



Forum 2019

Maximizing potential: promoting healthy aging

Guidelines for Creating Conference Posters and Proposals

Charlottetown, PEI – June 27-29, 2019

Thank you for choosing to submit your poster or proposal to Forum 2019. To help you prepare your submission, we have compiled the following handy guidelines for you. Before submitting, please be sure to double-check that your submission both meets all requirements outlined in the *Call for Presentations* and responds to each of the appropriate submission sub-sections, as described below.

1. General Guidelines

CPA Forum expects submissions of high professional quality. In addition to being evaluated on the scientific rigour, overall quality, and relevance of the content within your submission, posters and proposals are also evaluated on style, tone, and language. Submissions must be well structured and written in proper English (or French) with special attention paid to ensuring the submission is free of errors in language, spelling and grammar.

To ensure that your submission is not rejected based on style, please ensure that your submission:

- **Does not** use abbreviations or technical jargon but can use acronyms only if first defined.
- **Does not** use quotes or extensive reference citations.
- **Does not** include spelling or grammar errors.
- **Does not** include bulleted lists or other special characters (If absolutely necessary, use dashes in place of bullets).
- **Does** use short, complete sentences (Be specific with your choice of words).
- **Does** use active voice whenever possible (e.g. “Ice reduced swelling” compared to “the swelling was...”).
- **Does** use present tense for established facts, such as in the Purpose/Objectives, Relevance, and Conclusion sections (e.g. “It is an important factor...” compared to “It has been an important factor...”).
- **Does** use past tense for specific actions and for presenting findings, such as in the Methods, Analysis and Results sections (e.g. “Exercise lowered the risk of fall in the test group...” compared to “Exercise lowers risk of fall...”)

2. Specific Guidelines for each submission type

The following guidelines have been prepared to help you fill in the appropriate sections of the CPA Forum Submission form that are appropriate to your submission type.

Poster Presentation

Purpose/Rationale This section is intended to be a concise overview of the purpose of the research study. Clearly state the purpose and avoid general statements and paraphrasing the title of the research study. Only focus on one objective. Example:

To compare the effects of aquatic, land and no exercise on fall risk factors in older women with osteoporosis.

Relevance This section should state how the research/session is relevant to physiotherapy practice. It should be clear and concise and targeted to the knowledge level of the target audience and the reviewers. Example:

Exercise improves fall risk factors and decreases fall rate, but it is unclear which type of exercise is best for falls prevention, particularly for those with osteoporosis who have a high risk of fracture.

Materials and Methods This section should briefly describe the materials and methods used in the research study. This section should include enough detail to understand the results and to determine their validity. This section should describe the research population, research design (e.g. randomized), intervention and duration of the intervention, techniques used to collect the data and outcomes used to evaluate change. Example:

Eligible women were randomized to intervention or assigned to control and later randomized to intervention, resulting in 27-28 participants per group. The physical therapist conducted exercise programs which focused on balance, posture, muscle strengthening and mobility 3 times/week for 5 months. Fall risk factors measured were: balance, posture, lower extremity muscle strength, ankle mobility, number of falls, function, quality of life, health satisfaction, movement confidence and bone status at tibia and radius.

Analysis The analysis used to interpret the data should be presented in a brief and concise manner. Details are required if using modified techniques. Example:

A multivariate analysis of variance was performed using an intention to treat analysis.

Results This section should state the results of the research study in a clear, precise/accurate manner. Vague and general statements should be avoided. The results should correspond to the methods and to the purpose/rationale of the research. Example:

Multivariable analysis found a significant group difference ($p < .05$, intention-to-treat analysis). Significant post-hoc differences were: Health Satisfaction (Aquatic and Land exercise > Control), Balance – tandem walk (Aquatic > Land) and Osteoporosis Functional Disability Questionnaire (Land > Aquatic). There was a higher frequency of falls and joint pain in the land exercisers.

Conclusion This section should clearly state the study's/session's conclusions and the important implications for the physiotherapy profession. In the case of a Research Report, avoid repeating data presented in the results section. In the case of a Special Interest Report avoid repeating the data presented in the Observations and Critical Assessment section. Example:

Both aquatic and land exercise improve health satisfaction. Water may be a safer, more effective medium for women with osteoporosis to improve balance skills with less joint pain and fall risk. However, reinforcement of functional practice on land is important to see improvement in activities of daily living.

Proposal for Education Session

Learning Objectives and Session Content This section is intended to be a concise overview of the information that will be presented during the session and should include a maximum of three learning objectives.

All learning objectives should be phrased in terms of specific and demonstrable learner improvements. Objectives should employ behavioural verbs such as those listed in Bloom's Taxonomy or equivalent. In particular, phrases which suggest that "participants will have knowledge of/understand...", "to increase awareness of..." or "learn approaches to..." should be strictly avoided.

Example:

At the end of this session, participants will be able to:
1) Discuss conceptual models related to knowledge translation and organizational infrastructures that support best practice; 2) Provide examples of how elements of these frameworks may be applied and evaluated in practice within a large rehabilitation institute; and 3) Evaluate organizational strategies for the implementation of best practice.

Relevance This section should state how the research/session is relevant to physiotherapy practice. It should be clear and concise and targeted to the knowledge level of the target audience and the reviewers. Example:

There is a strong push towards evidence-based practice in all the health professions. Physical therapy has increasingly put energy into providing and utilizing best practices, for optimal patient care and outcomes. Physical therapists work in a variety of organizational contexts, which may act as a facilitator or barrier to the adoption of new innovations in practice. It is important for physical therapists, leaders and advocates of the profession to understand the broader context of knowledge translation and organizational infrastructures, so that they may effectively engage in strategies for the adoption of best practices.

Target Population This section requires a brief description of the specific population that the session is targeted to. Example:

This session will be of interest to a broad range of professionals including clinicians, managers, professional leaders, educators, and researchers interested in the implementation of best practices.

Description of Supporting Evidence This section should provide a brief overview of the literature supporting the session but include enough detail to allow the target audience to understand the content and to determine the value of the session. The level of supporting evidence (systematic reviews, randomized control trials, case control, cohort studies, expert opinion, etc.) should also be included. Example:

With the move towards evidence-based practice there has been greater examination of how knowledge is put into practice. The evidence from systematic reviews suggests that there are no magic bullets for implementing evidence into practice, and that there is no single strategy that works all of the time. Multiple strategies that address a number of individual and contextual factors appear more effective than single ones. The more barriers addressed by the transfer strategies, the greater the use of the evidence-based innovation. While there has been much focus on the adoption and implementation of evidence by individual practitioners, there is a growing understanding that the process of knowledge translation or research utilization usually takes place within an organizational context and that this context has a major influence on decision-makers and practitioners innovation behaviors. In particular, this session examines some model elements as they have been applied within a rehabilitation setting.

Description of Session Format This section should state the method used to deliver the content (e.g. lecture, discussion, etc.) Example:

This session will be a lecture format with opportunity for participant discussion regarding their experiences within their organizations.

Conclusion This section should clearly state the study's/session's conclusions and the important implications for the physiotherapy profession. In the case of a Research Report, avoid repeating data presented in the results section. In the case of a Special Interest Report avoid repeating the data presented in the Observations and Critical Assessment section. Example:

Overall, the process of implementing and using research findings must be institutionalized so that best practice and related implementation efforts become part of both the organization's and the individual clinician's daily "way of doing business". It is useful to apply model elements as a practical example of how knowledge may be translated and utilized within a rehabilitation setting. Understanding the myriad of factors that influence knowledge translation is essential for the adoption of best practices.

References

Fraser J, Fuller L, Hutber G. *Creative effective conference abstract and posters in biomedicine*. United Kingdom: Radcliff Publishing LTD; 2009